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MARC Field 300 for Remote Electronic Resources

At the request of GODORT Cataloging Committee, Government Printing Office, Information Dissemination, Office of Bibliographic Services (OBS) staff evaluated the current GPO cataloging practice for entering information for electronic resources in the MARC 300 field. This review covered an analysis of treatment for remote digital monographs and serials files following new instructions in the AACR2 2002 Rev., 2004 update (iteration) and new OBS internal policies. Below is OBS' policy for recording information in the MARC 300 field for digital resources.

BACKGROUND

AACR2, 2002 Rev. rule 9.5C3 now instructs catalogers to include the extent of item and other details (i.e. file type) in bibliographic records for remote digital resources. (To date, AACR2, 2002 Rev., rule 12.5 has not been changed to apply the instructions in AACR2, 2002 Rev. rule 9.5C3 to serials.)

These new AACR2 2002 Rev. instructions completely reverse all past AACR2 instructions pertaining to the recording of the extent of item and other details in records for remote digital monographs. Prior to the issuance of the AACR2, 2002, Revision, 2004 update, 300 fields were not included in AACR2 records for remote digital resources.

The AACR2 rules and the CONSER Cataloging Manual, Module 31 instructions for the extent of item for remote digital resources serials have not been changed. CONSER libraries other than GPO are not necessarily following this practice. GPO is applying optional provisions of AACR2 and LCRIs. Depository libraries have the option to keep or remove this field from their records as determined by local cataloging practice.

Examples

The following examples illustrate 300 field entries for electronic resources. Although OBS will be constructing 300 fields similar to the examples below.

PDF files only:

Under these new instructions, the extent of item and other details for a remote PDF file would be recorded as shown in the following example:

Monographs: > 300 \$a xiii, 69 p. : \$b digital, PDF file (AACR2 example)

Open serials: > 300 \$a v. : \$b digital, PDF file (local GPO practice)

Closed serials: > 300 \$a 3 v. : \$b digital, PDF file (local GPO practice)

Integrating resources: Information added only if item is closed.

> 300 \$a 178 p. : \$b digital, PDF file (AACR2 example)

HTML files only:

The extent of item and other details for a remote HTML file would be recorded as shown in the following example:

Monographs: > 300 \$a 1 electronic text : \$b HTML file

Serials: > 300: \$b HTML file

(the \$a portion of the field, extent of item, will be left blank for HTML files at CONSER's recommendation)

Combination HTML and PDF document:

Monographs: > 300 \$a 1 electronic text, (xiii, 69 p.) : \$b HTML, digital, PDF file

(AACR2 example)

Open serials: > 300 \$a electronic text, v. : \$b HTML, digital, PDF file

(local GPO practice) : closed serials will reflect PDF extent of item only

Additional Instructions:

In the event of an “unpaged” document in PDF format, GPO will provide the virtual page count as provided by Adobe within the document. For HTML files, no extent of item information will be recorded. GPO will not record extent of item information for Word documents.

COMMENTS

If you have any questions or comments concerning this policy or its application, please direct your comments to: Ms. Jennifer Davis, Manager, Bibliographic Control Section, Office of Bibliographic Services, jkdavis@gpo.gov.